

Gas Card Policy

Policy and Procedure

Sponsor: Purchasing Services Office

Last modified February 10, 2015

Original Policy Adopted by the Board of Regents July 2007

Amendment of Policy Approved by NMIMT President 

Policy as Amended Adopted by the Board of Regents _____

Policy Purpose: The purpose of this policy is to establish Gas Card guidelines for NMIMT employees who use the Gas Card for purchases of fuel for NMIMT vehicles and limited services for NMIMT business purposes.

This document is continually being updated; we would appreciate any information and/or insight that would help us develop stronger policies for NMIMT's research community.

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I. Policy Statement**A. Policy Statement**

The purpose of this Gas Card Policy is to set forth New Mexico Institute of Mining and Technology's (NMIMT) requirements for accountability and compliance for all expenditures related to the procurement of goods and services for the Institute under the Gas Card program.

B. Purpose of Policy

It is the purpose of the Gas Card Policy to ensure that the financial resources of the Institute are spent according to federal and state requirements. To that end, providing faculty and staff with accurate and updated procedures will aid in providing the tools to ensure the Institute spends wisely while remaining audit compliant.

The Gas Card Policy sets forth the minimum requirements and in no way limits the authority of any department in establishing internal controls which exceed these minimum standards.

C. Authority

The policies established in the Gas Card Policy are based on meeting the requirements, as amended, of the following authorities:

Federal Acquisition Regulations (FAR)

OMB Uniform Guidance

New Mexico Statutes Annotated (1978), Chapter 13

These federal regulations and state statutes require the Institute maintain a strict oversight of the procurement process; act fairly in obtaining competition; strive for the best value for the Institute; prescribe certain recordkeeping responsibilities; and place responsibility for oversight of all procurements with the Purchasing Services Office.

II. Gas Card Overview

- Gas Cards will be issued by the Purchasing Services Office upon receipt and verification of a Gas Card Application Form and completion of Gas Card Training by the Cardholder.
- Only the Purchasing Services Office is authorized to order new and replacement Cards.
- All Gas Cards have a unique account number and are embossed with NMIMT as the Cardholder.
- Gas Cards will not be transferable between individuals or departments.
- Each Card will be assigned to an individual or vehicle along with a default index and account number.
- An employee's Department Head and Vice President must approve the request for a Card.
- The person responsible for the default index number must also approve the request.
- The default index number will be verified and approved by the appropriate Business Office Administrator.

A. Corporate Liability

NMIMT has made arrangements with Bank of America to have Gas Cards issued to NMIMT departments, and to regular, full-time employees. Cards will not be issued to emergency, temporary or student employees.

B. Cardholder Liability

The Cardholder is responsible for proper use of the Card within stated guidelines of this policy as well as NMIMT Policies and Procedures relating to the expenditure of NMIMT funds. Failure to comply with these guidelines, policies and procedures may result in permanent revocation of Gas Card privileges. Use of the Card for personal purchases constitutes fraud under New Mexico State Law.

C. Gas Card Eligibility

Cardholders shall be a regular, full-time employee of NMIMT who has the approval of his / her Department Head to use the Gas Card to purchase fuel on behalf of NMIMT. Cards will not be issued to NMIMT employees who have previously had their Gas Card privileges revoked. All NMIMT employees must complete the Gas Card Training before being issued a Card.

D. Cardholder Responsibilities

The Cardholder must:

- Attend a training session before receiving their Gas Card. Each individual Cardholder must complete a Gas Card Application Form and sign for receipt of the Gas Card(s) in the Purchasing Services Office upon completion of training.

- Ensure Gas Card is used for NMIMT vehicles only. The Gas Card may not be used for personal purchases of any kind, and may not be used to put fuel in a personal vehicle or rental vehicle when on NMIMT travel.
- Always document the vehicle license number and mileage for each transaction on either the receipt or the optional Cardholder Transaction Log.
- Maintain the Card in a secure location at all times.
- Not allow other individuals or departments to use the Card.
- Ensure the total amount of any single transaction does not exceed \$500. Transactions should not be split in order to circumvent the single transaction limit policy.
- Use the Gas Card for the purchase of fuel, towing services, car washes, small emergency repairs, and NMIMT vehicle related items.
- Upon the completion of the monthly reconciliation, submit monthly reconciliation with original sales slips and Cardholder Transaction Log (if using) to the Purchasing Services Office by the date specified by the Purchasing Card Administrator.
- In the event the receipt is lost or is not available and copies cannot be obtained, the Cardholder must complete a Lost/Missing Receipt Form.
- Not accept cash, gift Cards, or any other kind form of repayment in lieu of a credit to the Card account. The Card may not be used for cash withdrawals.
- Immediately report a lost or stolen Card to Bank of America at 1-888-449-2273 (24 hours a day, 365 days a year).
- Immediately notify Departmental Head and the Purchasing Services Office (575-835-6941 or 5164) of a lost or stolen Gas Card at the first opportunity during normal business hours.
- If the index and account to be charged is not the default index and account the Cardholder must reallocate to the correct index and account number in Bank of America's Payment2Works Program.
- Return the Gas Card to the Purchasing Services Office upon terminating employment with NMIMT or transferring to another department within NMIMT.

E. Department Head / Sign-off Manager Responsibilities

The Department Head / Sign-off Manager must:

- Approve an employee's request for a Gas Card.
- Review, pre-audit and sign off on the Gas Card transaction for their department and ensure the transactions are legitimate purchases for NMIMT before forwarding to the Purchasing Card Administrator by the specified date.
- Ensure the Cardholder returns the Gas Card to the Purchasing Services Office upon terminating employment with NMIMT or transferring to another department within NMIMT.
- Be held responsible for accounting accuracy and compliance with Gas Card Manual.
- Ensure transactions only contain purchases of allowable items.

F. Gas Card Termination

A Cardholder's Card will be suspended or terminated when they (a) transfer to a different department, (b) move to a new job in which a Card is not required, (c) terminate employment or (d) for any of the following reasons:

- The Cardholder allows the Card to be used by an unauthorized individual.
- The Cardholder splits a purchase to circumvent the limitations of the Gas Card.
- The Cardholder fails to provide Department Head with required monthly Card reconciliation and sales receipts.
- The Cardholder does not adhere to all of the Gas Card policies and procedures.
- The Gas Card is used to purchase fuel and fuel related items for a non-business related activity, or for a vehicle not belonging to NMIMT, such as a personal vehicle or rental vehicle.
- The Cardholder uses the Gas Card for personal purchases.
- The Cardholder uses the Gas Card while in a travel status whereby the Cardholder travel authorization specified the use of a personal vehicle.

G. Lost, Misplaced or Stolen Gas Cards

Cardholders are required to immediately notify the Purchasing Services Office (575-835-6941 or 5164) and his / her Department head about the lost or stolen Card at the first opportunity during normal business hours.

H. Spending Controls

The Gas Card is to be used only for the purchase of fuel, car washes, and vehicle related items. NMIMT spending parameters for each Gas Card issued is set at \$500 per transaction with a maximum of \$5,000 per month per Card. If a transaction is going to exceed the spending parameters for a Gas Card a Gas Card Waiver Form will need to be approved prior to purchase.

I. Erroneous Declines

Should a seller erroneously decline a Gas Card, the Cardholder should immediately contact the Purchasing Services Office (575-835-6941 or 5164) during normal business hours. If the purchase is being made outside normal NMIMT business hours, and the Cardholder is having problems with the purchase being declined, the employee must find an alternate payment method or terminate the purchase.

J. Credits

A seller must issue all credits to the individual Gas Card account for any item they have agreed to accept for return. Cardholder must obtain and provide a copy of all credits and refunds posted to the statement. Under no circumstances should a Cardholder accept cash in lieu of a credit to the Gas Card account. If a refund to the Card is not possible a refund check made out to NMIMT should be requested.

K. Disputes and Billing Errors

The Cardholder is responsible for contacting the seller to resolve any disputed charges or billing errors. If the matter is not resolved with the seller, the Cardholder should:

- Contact Bank of America at 1-800-538-8788 directly for assistance.
- Be aware that the total monthly amount billed by Bank of America will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts on the next monthly statement from Bank of America.
- If the Cardholder requires assistance in dealing with these matters they can contact the Purchasing Services Office.

L. Security and storage of Cards

Cardholders should always treat the Gas Card with at least the same level of care as one does their own personal credit Cards. The Card should be maintained in a secure location and the Card number should be carefully guarded. The only person entitled to use the Card is the person whose name is embossed on the Card. For NMIMT vehicles checked out through facilities, a Gas Card will be issued. The individual will have to follow the Gas Card policy and return the vehicle, Gas Card and all original Gas receipts to facilities at the end of travel.

M. Terminated or Transferred Employees

The Department Head is to secure any NMIMT Gas Card from a terminated employee or one that transfers to another department. The secured Card should be forwarded immediately to the Purchasing Services Office for cancellation and disposal. All statements and required information must be completed and turned in before the Purchasing Services Office will sign out an employee.

III. Procedure for Obtaining and Utilizing a Gas Card

1. Fill out the Gas Card Application Form
 - a. Obtain all required signatures
 - b. Attach copy of defensive driving certificate
2. Return Application to Purchasing Card Administrator
3. Attend training
 - a. Review Gas Card Manual
 - b. Review Gas Card Waiver Form
 - c. Satisfactorily complete training
4. Receive, review, and sign Gas Cardholder Agreement
 - a. Obtain required signatures for Cardholder Agreement and submit to the Purchasing Services Office
5. Receive Gas Card
 - a. Determine needs
 - b. Fill out Gas Card Waiver Form for purchases above transaction limits
6. Make Purchases
 - a. Save detailed/itemized receipts
 - b. Make changes to indexes and accounts in Payment2Works as necessary
 - c. Include a business description, license plate number, and mileage in the comment section for all transactions in Payment2Works
7. Print monthly statements from Payment2Works
 - a. Reconcile statements with receipts
 - b. Submit statements, Cardholder Transaction Log (if using), and scan ready, detailed/itemized receipts to department in order to reach the Purchasing Card Administrator with all necessary signatures no later than the date specified by the Purchasing Card Administrator
8. Resolve issues with the Purchasing Card Administrator in a timely fashion
9. Continue utilizing Gas Card

IV. Reconciliation, Approval and Allocation of Billing**A. Receipt and Payment of Bank of America Billing**

Each Cardholder will receive a monthly statement from Bank of America's Payment2Works Program.

B. Allocation of Gas Card Charges to Other Accounts

A department default index and account code will be assigned to each Gas Card issued to which all purchases will be charged unless the Cardholder identifies other accounts in Payment2Works. Please note that a restricted fund cannot be used as a default without the approval of Sponsored Project Administration.

- Each Cardholder will reconcile their monthly statement from Bank of America, sign off that all purchases have been received, attach the sales receipts and Cardholder Transaction Log (if using), have the Sign-off Manager process, and then forward the statement package to the Purchasing Services Office by the designated deadline.
- In the event index and accounts other than the default index and account are to be charged, the Cardholder or designated representative is responsible for reallocating to the appropriate index and account codes via Payment2Works prior to signing off on the transactions. Transactions to be split between multiple indexes or accounts can be split (by percentage or dollar amount) at the time of approval.
- After approval and posting, if there are errors in distribution between index and accounts, the Cardholder's department is responsible for correcting the transactions via Journal Voucher (JV).
- The total amount billed by Bank of America will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when credit appears on future Bank of America billing statements.

C. Retention of Reconciled Statements and Invoices

All NMIMT account statements and sales receipts will be retained in the Purchasing Services Office for three (3) years plus the current year. Cardholders are encouraged to retain copies for their records.

V. Violations**A. Gas Card Violations and Disciplinary Actions**

The purpose of this document is to inform Cardholders of possible consequences that may arise from violation of the Gas Card Policies and Procedures as outlined in the Gas Card Manual. Violations will be classified as Minor or Major. These guidelines will be followed as closely as possible, but each situation is unique and will be handled appropriately. Compliance with procedures outlined in this manual will be audited by the Purchasing Services Office, which reserves the right to suspend or revoke a Gas Card regardless of stated policy if, in their judgment, the violation(s) proves a severe risk of fraud or compromise to the Gas Card program.

B. Improper Use of Gas Card

“Improper Use” means the use of the Gas Card outside of the parameters provided by NMIMT’s Gas Card Policies and Procedures as well as all other University Policies and Procedures.

Examples of improper use include but are not limited to:

- a) Failure to adhere to the signed Cardholder Agreement
- b) Purchasing goods or services for personal use
- c) Missing/Incomplete receipts or supporting documentation of purchases
- d) Failure to reconcile transactions in Payment2Works by the designated deadline
- e) Failure to have paperwork to Sign-off Manager by designated deadline
- f) Unsigned, missing, or incomplete Cardholder statements
- g) Allowing an unauthorized individual to use the Gas Card

C. Minor Violations

“Minor Violations” are inappropriate transactions that were not deliberately mishandled to circumvent or disregard the Gas Card Manual.

Examples of Minor Violations include but are not limited to:

- a) Transactions exceeding \$500 that have not received prior approval
- b) Failure to reconcile transactions in Payment2Works
- c) Failure to submit paperwork by deadline date

Minor Violation Disciplinary Actions:

- a) First Incident in a twelve (12) month period: Email notice from Purchasing Card Administrator
- b) Second Incident in a twelve (12) month period: Email notice from Purchasing Card Administrator copying Cardholder's supervisor
- c) Third Incident in a twelve (12) month period: 15-day suspension of Gas Card and mandatory retraining before Card is reissued
- d) Fourth Incident in a twelve (12) month period: Escalation to a Major violation status

D. Major Violations

"Major Violations" are transactions that show willful intent to disregard established policies and procedures or an action that a Cardholder knew or should have known to be egregiously offensive to established policy.

Examples of Major Violations include but are not limited to:

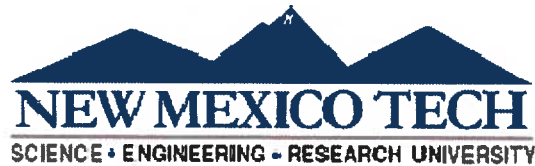
- a) Purchase of unallowable items
- b) Any and all personal purchases
- c) Splitting of transactions to avoid the single transaction limitations
- d) Being unresponsive or uncooperative in helping to resolve previous violations
- e) Accumulation of four (4) or more minor violations in a twelve (12) month period

Major Violation Disciplinary Actions include but are not limited to:

- a) Thirty (30) day suspension of Gas Card
- b) Sixty (60) day suspension of Gas Card
- c) Mandatory retraining
- d) Revocation of Gas Card
- e) Termination of employment
- f) Criminal Prosecution

VI. Forms

NMIMT Purchasing Services Office is continually updating forms. Attached are the most recent as of this update, but please see our website (<http://www.nmt.edu/procurement-card>) for the most up-to-date Gas Card Forms.



Gas Card Application Form

All signatures must be obtained prior to submitting this form to the Purchasing Card Administrator, Brown Hall, Room 114. Call 575-835-6941 with any questions regarding this form. A Copy of Applicant's defensive driving certification must be attached to this application.

Applicant Legal Name (to be embossed on card) _____

Applicant Email Address _____

Applicant Office Telephone Number _____

Department Name _____

Default Index and Account Number _____/_____

Campus Mailing Address Bldg _____ Room # _____

Applicant Signature _____ Date _____

Approver/Sign-off Manager Name _____

Approver/Sign-off Manager's Signature _____ Date _____

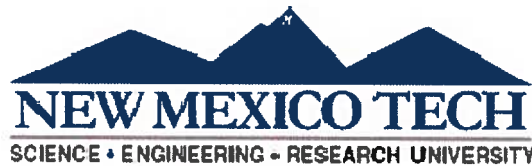
Approving Director or Dept. Head Name _____

Approving Director of Dept Head Signature _____ Date _____

Approving Vice President Name _____

Approving Vice President Signature _____ Date _____

Note: Preset Card Limits are \$500 per transaction and 5,000 per monthly limit.



Gas Cardholder Agreement

I, the undersigned, as a Cardholder, agree to comply with the terms and conditions of this Agreement and all applicable NMIMT Policies and Procedures including but not limited to:

- ⊙ Approved and Prohibited Use of the Card
- ⊙ Gas Card Record Keeping
- ⊙ Making a Purchase
- ⊙ Reporting Lost and Stolen Cards
- ⊙ Reconciling of Monthly Statements
- ⊙ Change in Employment Status

I acknowledge that I have been trained in the use of the Gas Card and understand the above referenced Policies and Procedures, located at <http://www.nmt.edu/purchasing-policies>.

I understand that I cannot use the Gas Card for personal items and that the Gas Card may only be used to purchase gas for NMIMT business purposes and only on NMIMT vehicles.

I understand that I am responsible for the security of the Gas Card and I agree that I will not allow others to use my Gas Card or database password. I agree that I will approve all of my transactions, reconcile and turn in the monthly Statement with all proper documentation by the end of each cycle (dates will be provided by the Purchasing Card Administrator).

I further understand that improper use of the Gas Card may result in disciplinary action, up to and including termination of employment. Should I use the Gas Card for personal items, I authorize NMIMT to deduct from my salary or from other monies owed me, an amount equal to the total of the personal purchases. I also agree to allow NMIMT to collect any amounts

I understand NMIMT may terminate my Gas Card privileges at any time and for any reason without giving me notice of such termination.

I agree to return the Gas Card immediately upon request / change in employment status. As stated above, I agree I have attended training set-up through the Purchasing Card Administrator. At this time I reviewed the Purchasing Card Procedures Manual, including: the Purchasing Card Uses - Restricted and Purchasing Card Uses - Prohibited lists, and the Purchasing Card Waiver Form. I have also been trained in the Bank of America Payment2 Works Program. I have been offered a hard copy of each form and have been trained in how to access these items online. I have also read and understand all of the above.

NMIMT Administration and Finance || Purchasing Services Office

Applicant:

Signature _____

Date _____

Printed Name _____

Phone _____

Department _____

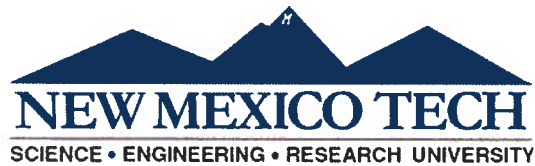
Email _____

Campus _____

Address _____

We, the undersigned, request that the above individual be issued a Gas Card based on the above information. We have read the Cardholder Agreement and agree to all the terms and conditions stated herein. All individuals below agree and are aware that the requesting department will be held responsible for accounting accuracy and following all Gas Card Policies and Procedures, as well as all other applicable NMIMT Policies and Procedures.

	Signature	Printed/Typed Name	Date
Director/Dept Head	_____	_____	_____
Approver /Sign-off Mgr	_____	_____	_____
Purchasing Card Administrator	_____	_____	_____



Gas Card Waiver Form

To be completed by cardholder and approved prior to purchase.
This form is to be used when transaction is expected to exceed \$500.

Name _____	Department _____
Index _____	Account _____
<i>Use of federal funds requires the signature of Sponsored Projects Administration</i>	
Last four digits of Gas Card to be used _____	

I hereby request that a waiver be approved for the following listed goods, services or travel:

Goods/Services	_____
Name of employee(s)	_____
Business Use	_____
Estimated Amount	_____
Dates of use	_____
Location of use	_____
License Plate / Vehicle #	_____
Name of Business	_____

By signing below, you acknowledge and agree that any purchases over \$500 must be pre-approved by the Chief Procurement Officer or Associate Director of Purchasing. This pre-approval is only valid for the dates listed above. Any purchase outside of these dates must be reapproved. Please allow 2-3 business days for processing if using federal funds.

Signature of Cardholder	Date
Signature of Cardholder's Supervisor/Department Head/Director	Date
Sponsored Projects Administration	Date
Purchasing	Date

Please obtain all required signatures (except for Purchasing) before submitting to Purchasing Services Office, Brown Hall, Rm 114.

Purchasing Office use only: Temporary Profile _____ Date Returned _____

[illegible]


[Print Form](#)

Lost/Missing Receipt Form

New Mexico Tech expects your best efforts to obtain original receipts. In the rare event that a receipt cannot be obtained, or is lost, this form may be used to document your purchase. Excessive use of this form could result in suspension of purchasing privileges. Supervisor approval is required.

Card Holder Information

Name Last 4 of CC
 Department Phone #

Vendor Information

Name
 Purchase Date

Purchase Information

Please provide details as to why the original receipt is not available and how the problem will be avoided in the future. For gas receipts include license plate number and mileage.

☐ I certify this purchase is a valid NMT expense

☐ I certify this purchase will not be submitted on any other form for reimbursement.

Line Item Detail

Please provide the item description, quantity, and total for each item on the receipt.

Quantity	Item description	Individual amount	Total

Cardholder Signature

Date

Department Head or Direct Supervisor's Signature

Date

Tax (Service Only)	
Shipping	
Total	

* If more items were purchased please continue on separate page.

VII. Policy Signature and Approval Document

Legal Review (if applicable):

Signature	Title	Date
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Campus Community Review Dates: January 15 – 30, 2015
15 Calendar Days

Approval by Chair of President's Policies and Procedures Committee (if applicable):

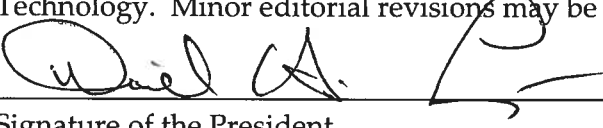
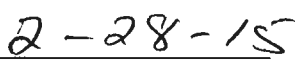
Signature	Title	Date
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Approved by Sponsoring Division Head

Signature	Title	Date
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Approved by President:

Approved on this date by Dr. Daniel Lopez, President, New Mexico Institute of Mining and Technology. Minor editorial revisions may be made. Content of this policy cannot be changed.

	
Signature of the President	Date

Approval by Chair of the Board of Regents (if applicable):

Signature	Title	Date
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